SEQUOIA UNION HIGH SCHOOL DISTRICT
Job Description

JOB TITLE	**Dependent Charter School Principal**
ADMINISTRATIVE RELATIONSHIP	Under the general direction of the Superintendent or designee
CLASSIFICATION	Certificated
REQUIREMENTS	**Experience**: Minimum of three (3) years of administrative experience at the high school level or charter school with grades 9-12; minimum three (3) years of teaching experience **Education**: A Master's degree **Certification**: Valid Administrative Services Credential and a clear single-subject teaching credential **License**: Possession of a valid California driver's license.
SALARY SCHEDULE	**Certificated Management Salary Schedule (Range II)**
WORK YEAR/HOURS	**222 Days**
LOCATION	**Various**
BOARD APPROVAL	**February 12, 2025**

BASIC FUNCTION

Under the general direction of the Superintendent or designee the Dependent Charter School Principal, serves as the educational leader of the school site and is responsible for implementing the educational program of the assigned school including the coordination and integration of the school programs with the District goals and objectives. The principal works within the framework of the California Education Code, District philosophy, and District policy as adopted by the Board of Trustees. The principal is responsible for planning, evaluating, and initiating programs at the assigned site to meet the current and future needs of students of the school.

DISTINGUISHING CHARACTERISTICS

Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

ESSENTIAL FUNCTIONS

- Establishes implementation of academic standards and student performance.
- Coordinates curriculum/courses and related academic pathways to ensure accelerations and readiness for post-high school options.
- Collects, analyzes, and disaggregates multiple forms of data to analyze program effectiveness and works with classroom teachers, specialists, and teacher leaders to plan instruction.
- Celebrates and honors success as a means to advance staff and students.
- Sustains a safe, efficient, clean, and well-maintained school environment that supports student learning.
- Designs and utilizes communication systems that focus on the students, families, staff and school communities regarding improved student learning outcomes.
- Develops and enforces expectations, structures, rules, and procedures for students and staff.
- Leads faculty meetings, instructional leadership teams, committees, and other work teams.
- Develops and implements student recruitment activities.
- Develops and implements annual school-wide improvement goals in alignment with the district's strategic plan and the school'sLocal Control Accountability Plan (LCAP).
- Provides leadership in the development, revision, and evaluation of the curriculum.
- Assumes responsibility for the implementation and observance of Board policies and regulations by the school's staff and students.
- Supervises and evaluates, personally or by delegation, all classified, certificated, and administrative personnel assigned to the school.
- Assists in the recruiting, screening, hiring, training, and assigning of the school's staff.
- Assumes responsibility for the maintenance and safety of the school plant and for safety programs such as emergency preparedness.
- Maintains high standards of student conduct and attendance and enforces discipline as necessary, according to due process rights.
- Supervises and evaluates the school's co-curricular program.
- Assumes responsibility for administering the bargaining unit contracts at the site.
- Develops orientation and in-service training programs for the school staff.
- Supervises the preparation of the school's LCAP, WASC report, Safety Plan, and other required plans or reports.
- Supervises the management and preparation of the school budget.
- Supervises the maintenance of accurate records on the academic progress and attendance of students.
- Acts as liaison between the school and the community and encourages community participation in school life.
- Prepares and delivers oral and written reports, recommendations, and presentations to the Board, committees, parents, and others.
- Maintains a safe and clean school facility by regularly inspecting and communicating needs to the appropriate school and District staff.
- Delegates functions and responsibilities to the Assistant Principal in such a manner that the total program operates effectively; and provides training for the Assistant Principal's Professional growth.
- Takes an active role in student recruitment by overseeing marketing strategies and registration promotions to drive and increase student enrollment.

- Conducts meetings of the staff as necessary for the proper functioning of the school.
- Perform any and all related duties as assigned by the Superintendent or designee.

KNOWLEDGE OF:

- Comprehensive organization, activities, goals and objectives of a dependent charter school.
- School law administration and applicable sections of the State Education Code and other applicable laws.
- State and local curriculum requirements. Board and organizational policies, procedures and regulations.
- Labor relations law and employee contracts.
- State facility requirements. Budget preparation and control.
- Principles and practices of administration, supervision and training.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Public speaking techniques. Basic computer operation. Middle College programs or concurrent enrollment programs serving high school students.
- Grant-funded programs, compliance, regulations, and related policies and procedures
- College and career readiness and preparation Research and data collection methods and techniques Principles of management, supervision, and training Public speaking and public relations, principles and practices
- Modern office procedures, methods, and computer equipment
- Ability to communicate and interact effectively with students, teachers, parents, administrators, and community members.

ABILITY TO:

- Plan, organize and direct the operations, plant and personnel of a dependent charter school
- Organize, direct, evaluate and supervise assigned certificated and classified staff.
- Direct activities regarding personnel, the physical plant, budget, student services and activities, curriculum and instruction, and communications and articulation.
- Train, supervise and evaluate certificated and classified personnel.
- Plan and direct the budget and business operations of the charter school.
- Establish, coordinate and maintain communication with community and parent groups.
- Plan, implement, direct and evaluate instructional and categorical programs in accordance with applicable laws.
- Plan and organize work.
- Analyze situations accurately and adopt an effective course of action.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Communicate effectively both orally and in writing.
- Prepare and deliver oral presentations.

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

- Ability to work at a desk and in meetings of various configurations.
- Ability to read a variety of materials and computer screens, and prepare/process documents

- Ability to operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties.
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.
- Ability to bend, twist, stoop, and reach.
- Ability to push, pull, and transport instructional and presentation materials.
- Ability to drive a personal vehicle to conduct business.
- Hearing and speaking to exchange information and make presentations. Sitting or standing for extended periods of time.

WORKING CONDITIONS:
ENVIRONMENT:
Office/classroom/outdoor environment.
Driving a vehicle to conduct work.
Variable hours.

HAZARDS:
Dissatisfied or abusive individuals